

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 25

August 23, 2006

**SUBJECT: PHYSICAL FITNESS AND PHYSICAL FITNESS TESTS - REVISED**

**PURPOSE:** This Order deletes Department Manual Sections 3/770.05, 3/770.08, and 3/770.10 and revises Department Manual Sections 3/770.20 and 3/770.30.

**PROCEDURE:**

**I. DEPARTMENT MANUAL SECTION 3/770, PHYSICAL FITNESS AND PHYSICAL FITNESS TEST SHALL BE RENAMED AS FOLLOWS:**

- \* 3/770. Physical Fitness

**II. DEPARTMENT MANUAL SECTION 3/770.05, PHYSICAL FITNESS TESTS, DEPARTMENT MANUAL SECTION 3/770.08, MANDATORY PHYSICAL FITNESS TESTING, AND DEPARTMENT MANUAL SECTION 3/770.10, COMMANDING OFFICER'S RESPONSIBILITY, SHALL BE DELETED FROM THE DEPARTMENT MANUAL.**

**III. DEPARTMENT MANUAL SECTION 3/770.20, TRAINING DIVISION COMMANDING OFFICER'S RESPONSIBILITY, SHALL HAVE THE FOLLOWING RESPONSIBILITY DELETED:**

- \* Implement a Department-wide system to record the progress of officers participating in the physical fitness program.

The remainder of this section shall remain.

**IV. DEPARTMENT MANUAL SECTION 3/770.30, PHYSICAL FITNESS COORDINATOR RESPONSIBILITY, SHALL BE REVISED AS FOLLOWS:**

Divisional physical fitness coordinator or training coordinator shall:

- \* Encourage all officers, particularly those who are not physically fit, to participate in a voluntary physical fitness and health maintenance program, including annual medical examinations with their private physicians, and provide them with physical fitness information.

Physical fitness coordinators certified by Training Division to train employees in the use of Department approved weight training equipment shall:

- \* Certify Department personnel in the use of approved weight-training machines and related equipment;
- \* Review all reports relating to weight training machine injuries within their assigned Area/division to ensure the involved officer was properly trained and the equipment was not defective; and,
- \* Forward the names of employees certified in the use of Department-approved weight training equipment to the Arrest and Control/Physical Training Unit, Training Division.

**Inspection of Weight Training Equipment.** Physical Fitness Coordinators or Training Coordinators assigned to geographic Areas shall conduct a monthly inspection of Department approved weight training equipment for safety hazards and advise the Watch Commander of the inspection for recordation on the Watch Commander's Daily Report, Form 15.80. In addition, an audit of the sign-in sheets should be conducted quarterly to determine if employees have been weight-training certified. If an unsafe condition is discovered, the physical fitness coordinator shall:

- \* Place a sign in a conspicuous location on the machine advising concerned personnel of the hazard;
- \* Telephonically contact the Officer in Charge of the Arrest and Control/Physical Training Unit, Training Division, and be guided by their advice; and,
- \* Follow the procedures outlined in Department Manual Section 3/275.30.

**Note:** The Commanding Officer of all locations where Department-approved weight training rooms are located, shall assign their physical fitness coordinator to inspect Department-approved weight training equipment.

**All other text under this section shall be deleted.**

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**AMENDMENTS:** This Order amends Department Manual Sections 3/770, 3/770.20, and 3/770.30 and deletes Sections 3/770.05, 3/770.08, and 03/770.10

**AUDIT RESPONSIBILITY:** The Commanding Officer, Training Group, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

WILLIAM J. BRATTON  
Chief of Police

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